



2012 Historical Park Shelter Reservation

Office Only:
Date: _____
Rcpt #: _____

Please note: Reservations are not confirmed until completed form and fee have been received.

Name: _____ Organization: _____
(if applicable)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Date of Use: _____ Circle Time of Use: 9am - 2pm 3 - 8pm 9am - 8pm

Type of Event: _____

Approximate Attendance: _____ (Shelter can accommodate groups **up to 100**)

Release of Liability

I agree to hold harmless, indemnify, and defend the City of Tumwater from all claims that might be filed against the Parks & Recreation Department and/or the City of Tumwater, its hired or contracted employees, volunteers or agents, for any and all injuries or losses that may be suffered because of my/our use of city property, facilities, and equipment in consideration of permission granted by the city for use. I also understand that parking is limited and every effort should be made to carpool. I agree to leave the facility in a neat and clean manner.

I understand that by signing this form, I am responsible for the state in which the Historical Park is left. I acknowledge that I have read, understand, and agree to the reservation rules listed above and on the reverse side of this form.

Signature: _____ Date: _____

Once this completed form and payment has been received, we are then able to process and confirm your reservation.

Options for submission:

In Person:

Stop by the Parks & Recreation Department at Tumwater City Hall, 555 Israel Rd SW, M-F 8am to 5pm.

By Phone:

Form may be faxed to (360) 754-4166 and Visa, MasterCard or Discover information can be provided over the phone: (360) 754-4160.

By Mail:

Mail form & payment to Tumwater Parks & Recreation, 555 Israel Rd SW, Tumwater WA 98501.

Please see reverse side for Historical Park policies ➔

Historical Park Shelter Policies

Reservations:

- **2012 shelter reservation fees for private party use:**

9:00am to 2:00pm \$50

3:00pm to 8:00pm \$50

9:00am to 8:00pm \$75

- Shelter reservations for each year open on the first business day of the calendar year and are accepted on a first-come, first-served basis for half-day or full-day periods. **Mailed reservation forms will not be accepted if postmarked prior to January 3, 2012.**
- **Reservations are not confirmed until completed form and fee have been received.**
Please call Tumwater Parks & Recreation at 360-754-4160 for date availability.
- **Large group/Public Events:** For all events larger than 100 people and/or open to the public, a special event permit application must be completed and approved. No person shall use a city park for a public event without a special event permit.

Cancellations:

- Reservation fees are refundable minus a \$10 cancellation fee.
- Cancellations must be made within 14 days prior to the reservation to be eligible for a refund.
- No refunds will be made due to inclement weather.

Amenities/ Hours:

- There are 68 parking spaces and 3 disabled parking spaces in Historical Park. Carpooling recommended.
- Shelter has 3 power outlets, each providing 20 amps max and 1 water source.
- The shelter can accommodate groups of up to 100 people.
- The park is opened at sunrise and gates are locked at sunset.

Renter Responsibilities:

- Full disclosure of event is required, including estimated attendance, nature of the event, set-up, and equipment use.
- Renter must provide general adult supervision and control over all activities to prevent injury or damage.
- Renter is responsible for general clean-up of rental site, including removal of all trash which exceeds the capacity of the trash cans provided. Damage to city property or failure to clean up the shelter after use may cause any future reservation privileges to be revoked.

Facility Use Guidelines:

- All Tumwater city ordinances apply to, and are in full force and effect within, the public parks.
- Bounce houses require department approval, and may not be staked into the ground.
- Alcoholic beverages and controlled substances of any kind are not allowed in any park space, including picnic shelters, restrooms, and parking lots.
- Tents or canopies measuring up to 10'x10' are allowed and must be weighted down. Digging and/or driving stakes into the ground is prohibited.
- Decorations/signs are restricted to the covered shelter area and must be affixed with tape or string only. Nails, staples, bungee cords, etc. are not permitted.
- City ordinance requires all dogs to be on leash. Leashed dogs are permitted in most park and picnic areas, but are NOT allowed in children's play areas or on athletic fields. Please remember to pick up after your pet.
- Reservation area consists of the covered picnic area, adjacent barbecue and surrounding brick area. It does not include surrounding grass area, etc. You may not restrict public access to any area outside the shelter.
- Vehicles may not be driven or parked on sidewalks, paths, or grass, except to load & unload, which time may not exceed 15 minutes.

Please complete information on reverse side ➡